



HEADQUARTERS POLICY FLASH

POLICY FLASH 2005-25

DATE: March 22, 2005
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, ME-61
Office of Procurement and Assistance Management

SUBJECT: 1. DoD Memorandum on the Use of Federal Supply Schedules and
Market Research
2. Department of Energy Guide to Financial Assistance

SUMMARY: This Flash forwards a copy of the subject Department of Defense (DoD) memorandum dated January 28, 2005, and releases the revised DOE Guide to Financial Assistance.



- 1) The DoD memo is forwarded as background on recent concerns in this area and how other agencies are managing them. DOE has addressed these issues in its Strategic Acquisition Transactions Guide (SATG) (Attachment to Acquisition Guide Chapter 38.1) and Acquisition Letter (AL) 2005-05, Use of Non-DOE Procurement Instruments.

The SATG has coverage on evaluating price reasonableness in best value selections, requesting discounts on orders, and soliciting quotations. AL 2005-05 provides guidance on market research and obtaining work within contract scope. Please share this flash and the DoD guidance with acquisition and other interested personnel to highlight the need for due diligence when placing orders against the Federal Supply Schedules.

- 2) The new financial assistance guide, dated March 2005, replaces in its entirety the previous version dated April 1996, to provide DOE personnel updated guidance in processing financial assistance awards. This Guide is an evolving document and suggestions on new topics are welcomed. The DOE Financial Assistance Rules, 10 CFR 600, Financial Assistance Letters, and the Guide encompass current existing guidance for DOE financial assistance personnel. It can be found on the Professional's Homepage at <http://professionals.pr.doe.gov/ma5/ma-5web.nsf/?Open>.

Questions on either topic should be directed to Ms. Jackie Kniskern at Jacqueline.kniskern@hq.doe.gov or 202-287-1342.



Michael P. Fischetti
Acting Director
Office of Procurement and
Assistance Policy, OMBE

Attachments

cc:
FAAC
PPAG